

General Renewal Information

All renewals must be completed by March 31st 2012

Getting Started: (Renewal opens for everyone on March 1st. Renewals must be completed by March 31st. Renew early to ensure you have plenty of time to complete your license renewal.)

- Click on the Online Renewal Link on the home page of this website
- Key in your license number and password
- Click login

First Time Using the Online System?

If you have not previously renewed your license online, you will receive a letter with instructions on the online process. This letter will be mailed to your home address.

When you login with your license number and temporary password, you will be prompted to create your own password. You should make the password something you will be able to remember. You will also be asked to answer security questions.

(Please skip to information section.)

If You Used This System Before:

You will login with your license number and the password you created last year. If you have forgotten your password, click forgot password and follow the prompts to reset your password.

Information:

Next, verify all the information on the renewal site is accurate.

- Be sure your address and email are correct. The Commission uses this information throughout the year to send you important notices.
- Make sure your license is associated with the correct firm or in escrow.
- If your license is active, confirm that the E & O insurance information is correct.
 - If you plan to purchase E & O insurance through the Commission you will see a red **X**. You can proceed with purchasing Commission E & O
 - If you have a private E & O policy, you should see a green **✓** on the screen, which means your private insurance, has been posted. If you see a red **X**, you will need to have your principal broker submit form #500 and a list which includes your name.

Updating Information:

If your home address is incorrect, please update your address on the online system. If you are changing your address to an out of state address you will need to mail form #407 to the Commission.

Continue with your license renewal.

If any other information is incorrect, contact your principal broker or the Commission for additional information before continuing with the renewal.

Principal Brokers:

All principal brokers will be mailed a letter containing their firm registration key, to their office address. This mailing will include additional renewal information.

The online system will open February 21, 2012 for principal brokers to start registration and renewal.

Your licensees will not be able to renew until you have completed your renewal. You are encouraged to renew as early as possible to allow ample time for your licensees to renew. All licensees must be renewed by March 31.

Principal brokers will complete their escrow account verification during their online registration. Be sure to have your escrow account information ready when you login. The account must be at a Kentucky bank. If you have multiple firms, you must have a separate account for each firm.

Principal broker must review the list of licensees associated with their firm.

Principal brokers with private insurance are also responsible for providing the Commission with a private certificate of coverage form #500 and a list of licensees who are covered under the private policy. During registration on the online system you will be able to download a pdf of form #500 and a list of licensees covered. Once you have downloaded the form you will need to log out. The Commission will review your forms and email you regarding your submission within 48 hours.

You are Ready to Renew:

The annual license renewal fee for all licensees (escrow, active, broker or sales) is \$60.

- All licensees must login to the online renewal site and complete the renewal information.

- Licensees pay quickly and conveniently directly through the online system. There is a \$5.00 portal fee to receive immediate confirmation of your license renewal.
- All active licensees must have E & O insurance.
- E & O insurance can be purchased from the Commission or a private carrier.
 - If you purchase E & O through the Commission you will see a total E & O insurance amount ranging from \$128 - \$140. (This amount varies based on the tax charged which depends on your branch location.)
 - If you purchase private E & O, the principal broker must submit the E & O private carrier certificate of coverage form #500 and an alphabetized list of all insured licensees in a PDF prior to your renewal. You will see an insurance charge of \$10 for processing. (This fee is already included in the Commission group policy amount.)

Payment:

All renewals must be entered online. You may submit your payment using a credit card, debit card or electronic check.

- You will need your credit card number and expiration date for credit and debit cards.
- You will need the routing and account numbers to pay using your check.

A confirmation will be available immediately to print and maintain for your records. Additional information and guidance on renewal payments is located on the payment screen of the licensing system.

Cancellation, Late Renewals, and Reinstatements:

All renewals must be completed by March 31st.

Licensees who fail to renew by March 31st will be cancelled effective April 1, 2012.

Any renewal received after March 31st will incur late renewal penalties.

April 1 – May 15 a \$100 penalty is added to late renewals.

May 16th a \$200 penalty and \$10 reinstatement fee will be added to late renewals.

Licensees cancelled for more than one year will have to meet all prevailing pre-license requirements to reinstate.